

CONNECTICUT STATE DEPARTMENT OF EDUCATION
OFFICE OF CHILD NUTRITION
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MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

FROM: Maureen B. Staggenborg, Director
Office of Child Nutrition

DATE: March 21, 2003

SUBJECT: Operational Memorandum - #09H-03
I. UPDATE: Military Families and Eligibility in Child Nutrition Programs
II. Revised Appeal Procedures
III. IRS Standard Meal Rate for Day Care Providers
IV. Mealtime Memos

I. UPDATE: Military Families and Eligibility in Child Nutrition Programs

The U.S. Department of Agriculture (USDA) has provided further clarification regarding the policy for military households addressed in Operational Memorandum #8H-03, dated March 7, 2003.

Under current policy, (*reference pages 29-30 of the Eligibility Guidance for Family Day Care Homes*) household members who are living apart on a temporary basis are considered household members, and their income is included with other household income when making an eligibility determination. Household members not living with the household for an extended period of time or living overseas are not included as members of the household for eligibility purposes. However, that portion of their income made available by them or on their behalf to the household is counted as income to the household.

For the duration of Operation Enduring Freedom, USDA is allowing an exception to the current policy on determining household income and size for deployed service members. Therefore, only that portion of the deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. In addition, the deployed service member will continue to be considered a household member.

II. Revised Appeal Procedures

In response to the Interim Rule, *Child and Adult Care Food Program (CACFP): Implementing Legislative Reforms to Strengthen Program Integrity*, the Appeal Procedures for CACFP Institutions (previously issued) has been revised.

The enclosed document, *Procedures for Appealing Actions Subject to Administrative Review for the Child and Adult Care Food Program Institutions, Responsible Principals and Responsible Individuals* replaces the 04/2000 edition of the procedures. The new document details:

- Actions Subject to Administrative Review
- Actions Not Subject to Administrative Review
- Administrative Review Procedures
- Administrative Review Process-Special Conditions

III. IRS Standard Meal Rate for Day Care Providers

The Internal Revenue Service (IRS) announced on February 24th that family childcare providers may now choose to use a standard meal allowance rate to claim food deductions instead of keeping detailed records and food receipts. This new rule will significantly reduce the record-keeping burden of family childcare providers. The IRS estimates that this new rule could save providers approximately 10 million hours of record keeping.

All family childcare providers are eligible to use this new standard meal allowance rate, whether or not they are licensed, registered, or otherwise regulated by their own state or locality. Providers who are not on the Food Program may also use this new rate.

A document provided by the IRS is enclosed. Sponsors are encouraged to share the information with providers. An electronic copy will also be forwarded to allow access to the various links contained in the document.

IV. Mealtime Memos

Enclosed are the most recent issues of Mealtime Memos for Child Care from the National Food Service Management Institute: Convenience Food Provide Nutritious Options (2002-4), Feeding Toddlers Can Be A Challenge (2002-5), and Adults Influence What Children Eat (2002-6). Mealtime Memos are also available in Spanish at: www.nfsmi.org.

If you have any questions regarding the issues addressed, please feel free to contact Charlene Russell-Tucker at 860-807-2071, or Susan Bohuslaw at 860-807-2073.

Enclosures
MBS:crt